

## Personnel

MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT**SUBJECT: PROFESSIONAL CERTIFICATION: 175 HOURS OF PROFESSIONAL DEVELOPMENT REQUIREMENT**

<u>Responsibility</u>	<u>Action</u>
Employee who holds professional certification	1) Submits copy of professional certification to Human Resources Services Office and documentation of any relevant professional development.
Human Resources Services Director/designee	2) Enters certification data in the District's computer database.
Employee who holds professional certification	3) a. Starting the July 1 following the effective date of the professional certificate, enters hours of appropriate professional development activities. b. Employee may wish to discuss professional development activity with building administrator prior to participation to ensure approval.
Building Administrator	4) a. Reviews documentation and acts on request. b. If approves, documents as such on the District's computer database. c. If declines, informs employee.
Employee who holds professional certification	5) Submits documentation of attendance and description of activity as required by Commissioner's Regulations to building administrator.
Human Resources Services Director	6) a. Periodically reviews professional development status of all certificated staff holding professional certification.

(Continued)

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**SUBJECT: PROFESSIONAL CERTIFICATION: 175 HOURS OF PROFESSIONAL DEVELOPMENT REQUIREMENT (Cont'd.)**ResponsibilityAction

Human Resources Services Director (Cont'd.)

- b. Annually sends professional certificated staff a memo listing accumulated professional development hours.
- c. Annually reports to State Education Department Office of Teaching Initiatives the number of accumulated professional development hours per professional certificated employee as required by Commissioner's Regulations.

Employee who holds professional certification

- 6) Since the certificate holder is ultimately responsible to maintain his/her certification, he/she will monitor his/her own professional development progress.